TITLE: Per Diem Federal Grant Writer

General Summary: The Per Diem Federal Grant writer will strategize, prepare, and submit proposals to sustain existing services and expand federal funding to develop new programs.

Compensation: Project-based or hourly to be determined

Primary Duties and Responsibilities:

- Review budget and program data in collaboration with the Grants Officer and Finance Department to determine federal funding goals and objectives.
- Research and identify potential federal funding sources, application methods and requirements, and submission deadlines for ongoing proposals.
- Prepare proposal content, supplemental documentation, and schedule for federal funding opportunities.
- Revise and customize existing proposal materials for new audiences and grant opportunities.
- Submit timely and accurate proposal applications with required authorizations, signatures, and supplemental materials.
- Maintain and update a record of all federal funding deadlines, submissions, and awards.
- Manage a portfolio of federal funders with specific grant and budget information.
- Comply with all federal grant reporting as required, including the submission of reports and accountability materials.
- Conduct the full range of activities associated with federal grant communications and maintenance as needed for administration.

Qualifications:

- Strong writing and communication skills
- Successful grant writing experience with a good track record for federal awards
- Close attention to detail and the ability to organize complex proposal packages
- Comprehensive knowledge of federal grant programs and opportunities
- Proficiency with Microsoft Office and federal grant application portals
- Experience with federal grant writing in the health or social services fields helpful